ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Army Community Service

POSITION/TITLE: Community Life Assistant

FIRST LINE SUPERVISOR: Community Life Officer (CLO)

SECOND LINE SUPERVISOR: Army Volunteer Coordinator

GOAL/OBJECTIVE: To provide direct administrative assistance to the Community Life Officer with the goal of enhancing the quality of life on Fort Riley.

DUTIES: Researches question using FR210-68 (Ft. Riley Community Life), FR190-19 (Protection and Control of Minors, FR40-18 (Pet Control and Disease Prevention), and Housing Handbook to provide information to mayors and assistant mayors with issues, via e-mail and phone; Working under close supervision of the Community Life Officer (CLO), checks with mayors, assistant mayors, or community e-mail addresses to ensure questions or complaints are being handled and updates CLO accordingly; Provides CLO with After Action reports regarding issues/complaints; Coordinates with mayors, assistant mayors for coverage during vacations or emergency's; Assists with assembly of Bugle Call and set up of CAC monthly; Assists with coordination and set-up of quarterly mayors training; Prepares, organizes and distributes materials for various projects; Other administrative tasks as needed and assigned by supervisor; Work may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non -duty (evenings and weekends) hours, however this is not mandatory.

TIME/DRIVING REQUIRED: 12-22 hours weekly (depending on amount of requested assistance from Mayors/Assistant mayors); Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

QUALIFICATIONS: Ability to work well with people; Good telephone and communications skills; Ability to address issues of all types, understand the regulations and SOP's governing the CLP, and refer serious complaints/issues to the CLO; Live in Family Housing; Basic knowledge of Microsoft Excel, Word, and Power Point; Strong organizational skills.

TRAINING: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on procedures and volunteer must becomeknowledgeable with FR210-68, FR190-19, FR40-18, and Housing Handbook (12 hours); Attend Quarterly Mayors Training (2 hrs each quarter); Program Supervisor will provide additional on the job training as needed; Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: : Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.